DRAFT

Members Present

Martha Van Pelt, South Central Library System; John Hanson, U.S.S. Liberty Memorial Public Library; Bruce Gay, Milwaukee Public Library; Malena Koplin, Waukesha High School; Matthew Rosendahl, Wisconsin Indianhead Technical College; Linda Stobbe, Northern Waters Library Service; Mary Driscoll, Dane County Library Service; Gerri Moeller, Outagamie Waupaca Library System; Krista Ross, Southwest Wisconsin Library System; Cherilyn Stewart, Manitowoc Public Library; Alison Eckes, Pauline Haass Public Library; Jennifer Einwalter, Slinger Public Library; and Marla Sepnafski, Wisconsin Valley Library Service.

Excused Gus Falkenberg, Indianhead Federated Library System and Eric Norton, McMillan Public Library.

Division Staff

Nancy Anderson, Martha Berninger, Walter Burkhalter, John DeBacher, Terrie Howe, Tessa Michaelson Schmidt, Lisa Weichert, Jamie McCanless, Kurt Kiefer.

Call to Order and Introductions

Howe called the meeting to order at 9:05 am. Committee members and staff introduced themselves.

Review of the Agenda

Howe reviewed the agenda including the process to be followed. Meeting to consist of review of grant categories, staff recommendations, and public hearing in the morning. Committee recommendations and preliminary 2014 grant categories in the afternoon.

DeBacher welcomed the participants. The new appointments to the committee should be "official" soon. This meeting sets the grant categories based on the available budget. The meeting in November will approve the grants submitted and set the final amounts.

Minutes of November 2012 Meeting

Stobbe moved, seconded by Van Pelt. Approval of minutes without amendment.   Motion carried.

DLT Administrator's Remarks

Kiefer welcomed the committee members. Current initiatives are very much in line with national direction including e-content and digital grant categories. Strongly encourages having decision makers visit local facilities to see the types of activities going on. Show them that libraries are more than just books particularly digital services. Partnerships with other entities are of particular importance. The biennial budget looks promising. Broadband is a major discussion item specifically in schools and libraries. The major networks in the State have been communicating with each other and a "Link Wisconsin" symposium is being held the next two days with

the governor as a featured speaker. Kiefer is cautiously optimistic about the possible outcomes. Federal Legislative Day is in early May and he hopes to meet with Senator Baldwin. Thanked all for attending today and appreciates their time and effort.

Van Pelt mentioned that she is also attending Legislative Day and will be the contact for LSTA initiatives.

LSTA Coordinator's Report

Howe stated that the state program report for 2011 was just accepted by IMLS. At any given time we are working with three budgets. The focus of IMLS changes from year to year but ultimately is to allow the public (legislators) access to outcomes. DeBacher added that we have not received an update regarding the second allocation of 2013 LSTA funding but should hear soon. It was decided at the staff level to fund as many competitive grants as possible and have partial funding of the non competitive categories (such as system technology grants). Current staff vacancies, including the technology consultant, will not be filled until funds are available.

Howe added that the three budget years right now are 2012, 2013, and 2014. Timothy Owen from IMLS will be visiting in June. He will be looking at state level operations and will also visit sites that were grant recipients. Van Pelt volunteered the delivery service as a site for Owen to review. DeBacher stated that we are anticipating a 5% decrease in total 2013 allocation and this will have an impact on maintenance of effort. The 10% decrease in system funding from the last budget already has the level close to that amount. Since other states are having similar issues and have been granted accommodation he is hoping the same will happen for Wisconsin.

Howe reminded the group of the five year LSTA plan and that any new categories considered must fit into that plan.

Procedures for Discussion of LSTA Grant Categories & Conflict of Interest

DeBacher referred to page 41 of the 2013 LSTA Information & Guidelines. The policy coincides with the Wisconsin ethics law. The LSTA Advisory Committee is a state committee and must follow open meetings law and this conflict of interest statement. We do allow for some latitude in discussion but if votes are taken that would benefit a member's organization he or she should probably abstain.

LSTA 2013 & Preliminary 2014 Budget Overview

DeBacher stated that the spreadsheet shows a comparison of 2013 and 2014 by category and totals. The Digitization – Local Resources grants were postponed until 2014. School Library E-content was also deferred to 2014 awaiting a more concrete proposal. Howe asked if there were any questions about the budget. A break was taken before the public hearing (9:55 am).

Public Hearing

Howe called the meeting back to order at 10:06. Paul Onufrak, Eastern Shores Library System, and Rebecca Petersen, Manitowoc Calumet Library System, appeared before the committee to propose a new category. The two library systems are in discussions about a possible merger. One major cost will be to bring both systems onto one shared integrated library system (ILS) and they are proposing a category that would assist in the funding. The category would be non competitive for 2014. Onufrak was unsure how much the total would be. He also stated he supports continuing the public library system technology grants. Van Pelt asked if the funds would be used to migrate to a new vendor. Onufrak stated that it probably would not and that either one or the other of the existing vendors would be selected. Howe asked if migration was as complex as it once was. Onufrak responded that it probably is not but the major cost would be converting existing records to one format. Einwalter wondered how many libraries would be involved. According to Onufrak, thirteen libraries from Eastern Shores (including one bookmobile and a tech college) and six libraries from the Manitowoc Calumet Library System would be involved in the merging of the ILS'. DeBacher added that there is preliminary approval from the 2013 LSTA budget for $2,000 to merge the two library systems. The initial meeting facilitated by DeBacher went well. Onufrak stated that the two systems are currently on the same wide area network. Kiefer asked if the systems had considering going to a cloud-based product. Onufrak responded that the vendor did not recommend this due to the size of the systems and the services provided. Onufrak also felt that a hosted product causes loss of control at the regional level and may not allow for traffic to be prioritized as it would over the WAN. Kiefer encouraged them to keep DTL in the conversation to help provide solutions to some of the issues being encountered. DeBacher asked if there was a ballpark figure for data conversion. Rosendahl felt that $10,000-$30,000 was a significant range. Onufrak stated any amount would be welcome support but that the data conversion would be primary. Van Pelt commented that based on SCLS recent conversion costs the amount for this project would be about $22,000. DeBacher said that this proposal, as well as others, could be considered this afternoon. The amount and if more than just these two systems could apply. He also felt very optimistic about system mergers. Van Pelt asked if the committee could tweak the amount and if in a broader grant permitting other costs, not just combining ILS, could be considered. DeBacher felt this could be done and that it was important that a budget reflect exact costs. Van Pelt stated she felt the grant should be competitive. Both Einwalter and Stewart agreed. Gay asked if there was anything to prevent using system technology grant funds for this purpose. DeBacher replied that there was not but that there was a limited amount available to the two systems.

With no further members of public appearing before the committee the public hearing was closed.

Discussion of Preliminary Grant Categories for 2014

Technology

Delivery Projects (SCLS, NWLS)
Berninger reported there is no change for 2014. $15,000 is being requested for NWLS and $75,000 for SCLS.

Digital Creation Technology

Schmidt reported that this was a new category last year and only four applications were received (one was funded). She believes that many potential applicants are waiting to see how the first round goes. She stated this needs to be a flexible category allowing ways for applicants to be creative. The category has a "space" component in which a physical area needs to be utilized to accomplish the goals. Also very important that applicants realize that it is a grant for all ages and not just a selected age group (such as teens or seniors). Moeller spoke in favor of the category. Berninger asked if a partnership outside of the library (such as a senior center) could be a component. DeBacher stated that it could be but that it would need to be part of a project with wider appeal.

Digitization- Local Resources

Howe stated this category was being brought forward from 2013 and funds had already been designated for the four awarded applicants to be implemented through the University of Wisconsin's Digital Collections Center (UWDCC).

Digitization of Historical Library Material

Howe noted that this new grant category could be used for equipment or scanning assistance. The material being digitized must be unique and the end result must use standardized metadata. The grant will have a training component.

E-Content Licensing

DeBacher noted that the amount in 2012 was $300,000. This committee approved $200,000 for 2013. Staff is recommending that the amount be reduced further in 2014 to $100,000. Hanson asked how the holds ration is trending. DeBacher stated that demand seems to be exceeding the growth of the collection. Van Pelt reported an increase in the number of card holders in SCLS due to the increase of e-content use. Einwalter felt that it was a struggle for her library since they are unable to count the circulation of e-content. DeBacher noted that including those circulations may actually lower the amount counties reimburse libraries. Gay asked if the amount for this category will be zeroed out in 2014. DeBacher stated that this was anticipated.

Library Technology Consultant

DeBacher reported that this category covers the position formally held by Bob Bocher. He hopes to post and fill the position when funds are available. Moeller asked if the process would start with continued funding in 2013. DeBacher responded affirmatively. Sepnafski wondered if the 20% decrease was accurate. DeBacher stated that the position can only be held at the lower end of the pay scale. Kiefer added that the position responsibilities could go in different directions. He welcomes input.

Public Library System Technology projects

Howe mentioned this was the category Onufrak referred to in his presentation. Some discussion ensued regarding purchase of e-readers. It was noted that care needed to be exercised if the devices were to be circulated to the public. The committee also indicated that a bullet should be included in the guidelines stating that e-reader devices should not be purchased for circulation with public library system technology funds. The primary reason is that devices are continually evolving and libraries do not want to find themselves lacking

devices that provide universal accessibility to everyone. If e-readers are used for demonstration purposes this shouldn't be an issue. Gay noted that if ESLS and MCLS merge the combined system would lose the $2,500 baseline of this grant. DeBacher stated that this committee could review that issue should it become a factor.

Resources for Libraries & Lifelong Learning – Statewide Technology
Berninger noted the increase in funding request has to do with filling the Badgerlink Coordinator at mid-range and Lisa Weichert being promoted to Assistant Director.

WISCAT
Berninger stated the category is used to pay for software and staffing positions. Sepnafski asked if the number of users has remained constant. Berninger replied that the number of school districts that subscribe has decreased. Gay wondered about the future of WISCAT. Berninger said that this was an ongoing discussion and that RLLL has explored a number of options.

Services to Special Populations

Accessibility
Schmidt made general comments about all the competitive grants. Over the years there has been an emphasis on the structural components. She would like to see more being done in virtually to make web content more accessible.

Literacy
Schmidt stated that the category is unchanged from previous years with the exception of early literacy becoming a category of its own.

Early Literacy Year 2 (Growing Wisconsin Readers)
Schmidt reported that this is a continuation of the process started in 2013 that, among other things, included the production of a brochure and other informational materials (which she distributed a sample to the committee for review) that will be made available to local libraries.

Early Literacy Projects (Growing Wisconsin Readers)
Projects specifically at the local or regional level.

Moeller asked how much was in the Literacy category in 2013. Schmidt stated $125,000 was allocated and $52,000 was awarded based on the merit of the projects.

Stewart asked if the brochure would be available in other languages. Schmidt replied that Spanish and Hmong versions are currently planned. Berninger stated that RLLL may be able to assist in the Spanish translation.

Learning Express License
Berninger stated the requested $100,000 would cover the license for the product until the end of 2014.

Learning Express Computer Module
Berninger reported that this was the skill building module for the end user that includes software programs. It is quoted at $32,000 but must be purchased in conjunction with the Learning Express database. DeBacher asked when the Badgerlink contract needed to be rebid. Berninger stated that without changes the contract may be renewed twice for three years. Dating from the last renewal in 2008 that would be 2017 but the process would need to be started earlier than that.

At 11:50 the committee adjourned for lunch.

Howe called the meeting back to order at 12:31 p.m.

Library Improvement

Communication and Planning
Howe reported that this category is primarily used to fund COLAND and for Kiefer's participation in COSLA (Chief Officers of State Library Agencies) as well as statewide studies.

Merging Public Library Systems
Gay asked if this category was non competitive. DeBacher stated he hoped that it would be. There should be enough for two perhaps three grants. Concept is to help defray some of the smaller costs associated with mergers (meetings, legal assistance, etc).

School Library e-Content
Anderson reported that the first step would be to survey the schools to identify needs. Second step would be to set priorities based on the results (possibly as a summit). Third step would be to possibly set up pilot programs based on the results. The missing piece is the decision making process that the public libraries have with the WPLC selection committee. There are several fiscal models that could be followed. Van Pelt asked if the e-content would be owned by one school or school district. Anderson stated that hopefully the model would be a license that extends to several districts or perhaps a CESA. Van Pelt followed by asking if the content was specialized. The hope would be not to duplicate the public library content but to have classroom based materials. Gay asked where we are in the process since this was initially discussed in 2012. The category was deferred from 2013 but may have expenditures yet this year and some in 2014. The total for the two years would be the $35,000.

Library Director Orientation
DeBacher stated it would be a DPI coordinated project rather than a system project (as it was in 2012). Now that Burkhalter is on board he could coordinate in much the same manner that Schmidt is coordinating the youth services conference.

Statewide Library Improvement

DeBacher outlined what the funds cover—half of data coordinator position, 80% of director's position, and other position support, electronic forms for annual report, and other functions.

Youth & Special Services Librarian

Howe reviewed that this is Schmidt's position. DeBacher stated that this position has been broken out into a separate category at the request of IMLS since it fulfills different LSTA purposes.

LSTA Administration

Howe stated the category covers part of her position, another 50% support position, and DPI costs to administer the grants (amount for the category is no more than 4% of LSTA total).

Howe asked if there were any questions about the categories. Gay asked about the appropriation columns on the spreadsheet. Howe explained that the first column was the amount appropriated and the second column included a possible 5% decrease from the 2012 appropriation amount. The appropriation amount in 2012 was $2,862,663. The Division is anticipating a 2nd appropriation in the amount of approximately $1,299,111 to total approximately a total appropriation of $2,719,530 for 2013.

Discussion of Preliminary Grant Categories for 2014

Hanson asked, in regard to System Technology, how much would be required to make a significant impact on bandwidth. Kiefer stated that bandwidth is not really a single issue. Gay commented that they go outside of TEACH and get a 90% reduction through e-rate, so they have done their own Internet for some time.

Rosendahl asked why the update of the ILS study was listed separately. DeBacher stated he pulled it out so it wasn't part of the Communications and Planning grant.

Gay noted the significant carry over. Where did it come from? Howe responded that most of it has come from staff vacancies. Sepnafski asked how it is handled. Howe stated that the funds must be expended within two years of the IMLS appropriation to the states.

Recommendations on Preliminary Grant Categories and Budget for 2014

Rosendahl moved/seconded by Ross to create a new category in technology: Merging ILS of Public Library Systems at $30,000 (competitive). Howe asked what would be included. Kiefer wondered what direction the projects would go. Rosendahl asked if a group could meet to determine the specifics. DeBacher stated this could be done. Ross asked if it only included library systems that were merging. Consensus was that it could be two library systems sharing a single ILS. Motion carried; all in favor.

Gay moved/seconded by Rosendahl to fund Delivery Service at $90,000. Motion carried. Van Pelt and Stobbe abstained. Rosendahl suggested that Bruce Smith of SCLS delivery give a presentation prior to or during the next meeting (possibly as a webinar). Howe will look into the possibility.

Moeller moved/seconded by Stewart to fund Digitization—Local Resources at $14,765. Motion carried.

Moeller moved/seconded by Stobbe to fund Digitization of Historical Library Material at $25,000. Motion carried.

Rosendahl moved/seconded by Sepnafski to fund Digital Creation Technology at $100,000. Motion carried.

Einwalter moved/seconded by Stewart to fund E-content Licensing at $100,000. Van Pelt suggested raising the amount to $200,000. After some discussion Einwalter and Stewart increased the amount in the motion to $200,000. Some concern was raised that libraries would become dependent on the funds. Others felt the venture was truly statewide and benefitted a larger population. Gay stated that the plan several years ago was to fund the first year at $300,000, second year at $200,000, and the final year at $100,000. After more discussion it was decided to postpone voting until the remaining grant categories were decided.

Committee adjourned for a break at 1:50 pm.

Howe called the meeting back to order at 2:00 pm.

Ross moved/seconded by Van Pelt to fund Youth & Special Services Librarian at $109,150. Motion carried.

Ross moved/seconded by Van Pelt to fund School Library E-content at $35,000. Motion carried. Koplin abstained.

Moeller moved/seconded by Gay to fund Library Technology Consultant at $115,300. Motion carried.

Gay moved/seconded by Eckes to fund all special services items (Accessibility Projects, Literacy Projects, Early Literacy Year 2, Early Literacy Projects, Learning Express License, and Learning Express Computer Module) at $361,000. Motion carried.

Stewart moved/seconded by Koplin to fund Library System Technology Projects ($350,000), RLLL – Statewide Technology ($652,500), and RLLL—WISCAT ($462,030) at $1,464,530. Motion carried. Van Pelt, Stobbe, Moeller, Ross, Sepnafski abstained.

Sepnafski moved/seconded by Ross to fund Communication & Planning ($20,000), Library Director Orientation ($10,000), Statewide Library Improvement ($272,155) at $302,155. Motion carried.

Stewart moved/seconded by Rosendahl to fund Merging Public Library Systems at $10,000. Some discussion regarding how the funds could be used. DeBacher stated he would like it to be fairly broad but would require a budget with well defined tasks. Motion carried.

Stewart moved/seconded by Van Pelt to fund LSTA Administration at $108,780. Motion carried.

Committee then returned to the motion regarding E-content Licensing at $200,000. The motion failed 6 to 7.

Eckes moved/seconded by Van Pelt to fund E-content Licensing at $150,000. $100,000 to be added to the $900,000 funded by WPLC and up to $50,000 more if the $900,000 is raised by WPLC. Rosendahl stated he was still going to vote against because the original idea was $300,000 the first year, $200,000 the second year, and $100,000 the final year. Sepnafski stated she felt the same way. Koplin wondered if this could still be the final year and stipulated in the grant. Motion carried 7 to 6.

Review of LSTA Process for 2014
Howe reviewed the following:
In June grant information will be sent to potential applicants. That same month an informational session will be held on the LSTA grant program for 2014. Grants will be due in September. Reviewers will be selected and trained. In October reviews will be due. This committee will meet again in November to make recommendations regarding the submitted grants. In December grant awards will be announced. Grant appeals may be submitted within 30 days of those awards.

We did have an appeal this year so the process is more defined than it has been in the past. The application form may change slightly. Rating criteria has not.

Date of next meeting: November 6, 2013

Final Comments

Howe thanked group for participating.   DeBacher stated that DLT may be looking at a legislative review of Chapter 43 once the budget cycle is complete. Kiefer again thanked the members for their time and commitment.

Rosendahl made the motion and Van Pelt seconded to adjourn. The meeting adjourned at 2:55.

Minutes taken by Walter Burkhalter